



Administrative Assistant to the Selectmen

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Code Enforcement/Planning/Appeals Board Budget 2016/17

We've had a major change in personnel for Code Enforcement in the current fiscal year. The former Code Enforcement Officer (CEO) resigned, and we've hired Millard Billings to fill the position. We have no formal contract with Millard, and pay him \$25/hour based on actual hours worked. This has proven to be a significant savings for the town over the previous contracted position. This will positively affect the proposed budget.

CEO Salary - \$10,000 – This will budget 50 weeks at 8-hours a week for the CEO position. Some weeks are more, some are less. I am confident this should be adequate for the work.

Deputy CEO Salary - \$2,500 – In training is our Facilities Maintenance Director, Rick Gallegos. I am in hopes that he becomes certified in the next couple of weeks – he takes the test shortly. Rick has been shadowing Millard for the past couple of months. As you can see, the actual cost is significantly higher than budgeted for the current year. I am proposing to increase the line to \$2,500, which would give us 100-hours of time if needed. When taken as an individual line, this is a significant increase, but when combined with the CEO salary line, we're down \$2,550 from the current year.

Supplies/Printing - \$100 – No change from the current budget. The print out shows a \$90.00 expenditure in the current fiscal year. That was a computer entry error that should have been charged as Deputy salary, and it has been corrected for future reports.

Mileage - \$200 – We're not being charged for mileage as per the verbal agreement with the CEO. I'm leaving some in this line for extraordinary travel by either the CEO or the Deputy.

Legal - \$500 – No change from the current budget. This is in line with the 5-year average.

Advertising - \$100 – While this shows an increase of 100%, it is only \$100.00. We do not expect much in terms of legal ad needs, this is a "just in case" line.

Planning Board - \$2,300 – This line is up \$30 just to round off the number. Much of the Planning Board expense is the membership with the Hancock County Planning Commission which resumed a couple of years ago. Much of the expense of the Planning Board is paid by the applicants.

Appeals Board - \$100 – Thankfully the Board of Appeals doesn't need to meet often. When they do, there is the occasional expense. The case before the Board now involves a disputed Shoreland zoning permit which required a couple of pieces of certified mail. The application fee of \$50.00 and offsets the expense for the most part.

Training - \$250 – With a new Deputy CEO, it's anticipated that more paid training will be needed. This line is up \$25 from the current fiscal year.

Miscellaneous - \$50 – This is down \$50 from the current fiscal year. I think everything will be covered in Code Enforcement's budget.

The overall budget is down \$1,675, or 14.25%.

Respectfully submitted,

Stu Marckoon, Adm. Asst. to the Selectmen